Library of Congress Rule Interpretations
Second Edition, 1989
2005, Update Number 3-4 Chapters 22-26 for PCC Trainers

LCRI	Addition/Change	Action
22.17	Revised to allow the addition of death dates	Replace
23.1	Revised to add provisions for American Indian tribes	Replace
23.2	Revised to specify reference source for Australian and New Zealand place names and update source for British place names	Replace
24.7B	Revised to correct example	Replace
25.6B3	Revised to correct example	Replace
26.3B-C	Revised to clarify guidelines	Replace

22.17. DATES

Option decision

Establishing New Headings That Do Not Conflict

Apply the optional provision. This means adding a date whenever it is known.

Post Nineteenth Century Persons

For persons living in the twentieth or twenty first century or any person who has died since Dec. 31, 1900, the date upon which the heading is based should be a precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories:

1) The person is still living and the year of birth is known ("1942- ").

2) The person is no longer living and the years of birth and death are known ("1900-1981").

3) The person is no longer living (or there is reasonable doubt that the person is living based on the average life span) and only the year of birth is known ("b. 1900").

4) The person is no longer living and only the date of death is known ("d. 1918").

Note: If a date is a specific non-Gregorian year, add the Gregorian equivalent to the heading even if this means using a date in the form "1921 or 2."

Pre-Twentieth Century Persons

For pre-twentieth century persons, less precise dates may be used. Consult the examples under 22.17A for guidance. Note one detail about the use of "flourished" dates: "Flourished" dates acceptable for addition to headings for pre-twentieth century persons normally express a span of years of activity. A single year "fl." may be used only in exceptional cases, as when a reference source itself designates the date in this way or there is one publication or other event in the person's life known to be the single or at least primary basis for a single year.

Changes to Existing Headings Already Coded for AACR2

Optionally, add death dates to headings that have open birth dates.

Do not add the date (birth or death) to an existing heading without dates represented by a name authority record that has already been coded "AACR2" or "AACR2 compatible" (including in either case those labeled "preliminary"–008 byte 33 = d). However, if such a heading must be revised later, add the date(s).

| **Changes to Existing Headings Being Coded for AACR2**

| Apply the guidelines as stated above when updating headings in this category.

Abbreviations B.C. and A.D.

Use the abbreviation B.C. for dates in the pre-Christian era. Place the abbreviation at the end of a date or span of dates in that era.

```
100 0# $a Nefertiti, $c Queen of Egypt, $d 14th cent.
          B.C.
100 0# $a Spartacus, $d d. 71 B.C.
100 0# $a Pericles, $d 499-429 B.C.
100 0# $a Ajātaśatru, $c King of Magadha, $d ca. 494-ca.
          467 B.C.
```

Use the abbreviation A.D. only when the dates span both eras.

```
100 0# $a Augustus, $c Emperor of Rome, $d 63 B.C.-14
          A.D.
100 0# $a Ovid, $d 43 B.C.-17 or 18 A.D.
100 1# $a Seneca, Lucius Annaeus, $d ca. 4 B.C.-65 A.D.
```

If a date is questionable, place the question mark immediately following the date.

```
100 0# $a Antonius Marcus, $d 83?-30 B.C.
100 0# $a Vercingetorix, $c Chief of the Arverni, $d d.
          45? B.C.
```

23.1. INTRODUCTORY NOTE.

Ambiguous Entities

Treat the ambiguous entities listed below as geographic names and establish them under the general provisions of chapter 23, AACR2, tagging them as X51.

> City sections
> Collective settlements
> Communes
> Conservation districts
> Jurisdictions, Ancient (other than cities)
> Military installations (Active; also all established after 1899)
> Park districts
> Recreation districts
> Sanitation districts
> Utility districts
> Water districts

Military Installations

Treat military installations as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the country that controls it, i.e., add the heading for the larger place in which it is located in all cases. Make references from the name as a subheading of the country that controls it and as a subheading of the military branch to which it belongs. (Military installations that are treated as local places include forts, bases, camps, airfields, arsenals, and Coast Guard stations but not shipyards.)

```
151 ## $a March Air Force Base (Calif.)
451 ## $a March Field (Calif.)
410 1# $a United States. $b March Air Force Base
410 1# $a United States. $b Air Force. $b March Air Force
        Base

151 ## $a Yokosuka Naval Base (Japan)
410 1# $a United States. $b Yokosuka Naval Base
410 1# $a United States. $b Navy. $b Yokosuka Naval Base
```

American Indian Tribes

The appropriate MARC 21 field for names of U.S. government recognized tribes as legal entities in name authority records will henceforth be the 151 (Geographic name) field instead of the previously used 110 (Corporate name) field. This is in keeping with the guidance provided in rule 21.35 of the *Anglo American Cataloguing Rules* 2nd edition (AACR2) in regard to treating tribal

entities as national governments.

Tribes recognized by the U.S. government are independent, autonomous political entities with inherent powers of self-government; they possess sovereignty and are equal to federal states. There are over 500 recognized tribes within the continental United States. Virtually all federally recognized tribes have jurisdiction over some delimited area of land, a geographic place, although land and area vary with each tribe.

When establishing headings for American Indian tribes of the United States, consult the official list created and maintained by the Department of the Interior, Bureau of Indian Affairs, published and updated in the *Federal Register.* The list of federally recognized tribes published Nov. 25, 2005, entitled: *Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs* is available at <http://frwebgate2.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID=573025501103+5+0+0&WAISaction=retrieve> or <http://www.loc.gov/catdir/cpso/biaind.pdf>. Updated lists of tribal entities from the Federal Register will be posted as received. This source, the date of publication, and the date accessed should be recorded in a 670 field in the name authority record and may be cited as "BIA Indian Entities."

Example of recognized tribe (complete name authority record fields not provided):

```
151 ## $a San Carlos Apache Tribe of the San Carlos
            Reservation, Arizona
670 ## $a BIA Indian Entities, 2005, Dec. 14, 2005 $b
            (San Carlos Apache Tribe of the San Carlos
            Reservation, Arizona)
```

Some tribes have a federally approved name that sounds as if the name were for a populated place rather than a tribe. Confusion may result when there actually is a populated place of that name. In such cases, the tribe and the populated place are separate entities, and both may be established as needed.

151 ## $a Native Village of Nunapitchuk

151 ## $a Nunapitchuk (Alaska)

23.2. GENERAL RULES.

Sources

Apply the following for current place names:

1) For names in the United States, base the heading on the form found in the Geographic Names Information System (GNIS), U.S. Geological Survey (United States Board on Geographic Names (BGN) domestic names system). GNIS may be accessed through the World Wide Web (http://geonames.usgs.gov/). A recent edition of the *Rand McNally Commercial Atlas & Marketing Guide* may also be used when access to the World Wide Web is not available.

2) For names in Australia, base the heading on the form found in the Geoscience Australia Gazetteer of Australia database (http://www.ga.gov.au/map/names/).

3) For names in Canada, use the heading provided by the National Library of Canada (NLC). Accept the NLC form, even if it differs from LC policy in such matters as abbreviations, diacritics, fullness, qualifiers, etc. Additional information on Canadian place names may also be found in Natural Resources Canada's Canadian Geographical Names Data Base (http://geonames.nrcan.gc.ca/search/search_e.php).

4) For names in Great Britain, base the name on a recent edition of The Ordnance Survey gazetteer of Great Britain. Online access may be found at <http://www.ordsvy.gov.uk/>. The site for searching a place name is <http://www.ordnancesurvey.co.uk/oswebsite/site/help/index.html>

5) For names in New Zealand, base the heading on the form found in Land Information New Zealand's New Zealand Geographic Placenames Database (http://www.linz.govt.nz/rcs/linz/pub/web/root/core/Placenames/SearchPlaceNames/searchplacenames/index.jsp).

6) For other names, base the heading on the form found in the work being cataloged together with a consideration of the form found on GNS (or an appropriate gazetteer if access to the World Wide Web is not available). In all cases, a gazetteer published within the last two years may also be used when access to the World Wide Web is not available.

English or Vernacular Forms

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form listed rather than the BGN-approved form:

> Alma-Ata
> Ashkhabad
> Bavaria
> Bosnia and Hercegovina

Brittany
Bruges
Burgundy
Carinthia
Crete
Crimea
Cuzco
East Flanders
Ghent
Hesse
Hokkaido
Istanbul
Jaffa
Kyoto
Louvain
Lower Austria
Lower Saxony
Malacca
Mantua
Mexico City
Navarre
North Brabant
North Holland
North Rhine-Westphalia
Nuremberg
Osaka
Padua
Picardy
Piraeus
Rabat
Rhineland-Palatinate
Saint Gall
Saxony
Saxony-Anhalt
Seville
Sicily
South Holland
Styria
Syracuse
Tehran [instead of Teheran]
Thuringia
Turin
Upper Austria
West Flanders
Zurich

Note: If a foreign name is established in an English form, use the same form if the name is used by more than one jurisdictional level or is used as part of another name, whenever the same name occurs at the beginning of the name.

```
              151 ## $a Kyoto (Japan)
              151 ## $a Kyoto (Japan : Prefecture)
    not       151 ## $a Kyōto-fu (Japan)

              151 ## $a Cologne (Germany)
              151 ## $a Cologne-Deutz (Cologne, Germany)
    not       151 ## $a Köln-Deutz (Cologne, Germany)

    but       151 ## $a Garching bei München (Germany)
    not       151 ## $a Garching bei Munich (Germany)
```

Note: Before 1999, headings for the provinces and major cities of China were established in a conventionalized English-language form based on the Wade-Giles romanization system. After 1998, these geographic administrative areas of China are to be established in the BGN-approved pinyin form. Existing headings will be revised by LC on a project basis.

Modifications of the Name

1) *Initial articles*. Drop initial articles from the beginning of the entry element of geographic names in Arabic, Urdu, Hebrew, and Yiddish. Retain initial articles in other non-English geographic names when retention is supported by current gazetteers in the country's language. ("Non-English" is meant to include names in French, Spanish, etc., when these are used in the United States (e.g., Los Angeles) or other English-speaking countries.) Drop all other initial articles (e.g., drop "The" from "The Dalles").

2) *Gazetteers*. If the name is based on the form found in a recently published gazetteer, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable.

> *in source*: Montgomery County
> *gazetteer*: Montgomery
>   (GNIS: Montgomery County)
> *heading*: 151 ## $a Montgomery County (Md.)

However, for the English-language terms "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item being cataloged or other evidence *unless* the name is for a place or jurisdiction within the United Kingdom or the Republic of Ireland, in which case the abbreviation "St." should be preferred to the spelled out form "Saint," *or* the name is for a place or jurisdiction in Canada, in which case the heading supplied by the National Library of Canada should be used. Make a reference from the form not used in the heading.

> *in source*: St. Joseph
> *gazetteer*: Saint Joseph
>   (GNIS: Saint Joseph)
> *heading*: 151 ## $a Saint Joseph (Mo.)
>   451 ## $a St. Joseph (Mo.)

but   *in source*: St. Andrews
> *gazetteer:* St. Andrews
> *heading*: 151 ## $a St. Andrews (Scotland)
>   451 ## $a Saint Andrews (Scotland)

> *in source*:   St. John's
> *NLC heading:* St. John's (N.L.)
> *heading*: 151 ## $a St. John's (N.L.)
>   451 ## $a Saint John's (N.L.)

3) *U.S. Board on Geographic Names.* If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates both a brief and a long form of the place name, generally select the long form as the heading, unless 23.5A is applicable.

> *GNS*: **Borno** State
> *heading*: 151 ## $a Borno State (Nigeria)

> *GNS*: **Coast** Province
> *heading*: 151 ## $a Coast Province (Kenya)

> *GNS*: **Sulz** am Neckar
> *heading*: 151 ## $a Sulz am Neckar (Germany)

> *GNS*: **Villefranche**-sur-Mer
> *heading*: 151 ## $a Villefranche-sur-Mer (France)

> *GNS*: **Wimmera** Shire
> *heading*: 151 ## $a Wimmera Shire (Vic.)

> *GNS*: **Kōra**-chō
> *heading*: 151 ## $a Kōra-chō (Japan)

Note that in the case of conflicts, 23.4F1 mandates a preference for long forms found in sources (including BGN "variants"), rather than adding "an appropriate smaller place" within parentheses after the conflicting name.

> *GNS*: Münster
> *sources*: Münster in Westfalen
> *heading*: `151 ## $a Münster in Westfalen (Germany)`
> *not*   `151 ## $a Münster (North Rhine-Westphalia, Germany)`
>
> *but*   *GNS*: Sundern
> *sources*: Sundern (Sauerland)
> *heading*: `151 ## $a Sundern (Hochsauerlandkreis, Germany)`

4) *Districts of India*. In order to have consistent headings for the districts of India, establish all of them with the word "District" (or its equivalent in non-English) omitted. If the resulting heading conflicts, as in the case of the city's bearing the same name, add "District" as an element of the parenthetical qualifier (24.6).

5) *U.S. Townships*. For U.S. townships (called "towns" in some states) that encompass one or more local communities and the surrounding territory, do not include the term "township" or "town" as part of the name. Instead, add the term after the name of the state.

> `151 ## $a Kintire (Minn. : Township)`
>   (GNIS: Kintire, Township of)
>
> `151 ## $a Milo (Me. : Town)`
>   (GNIS: Milo, Town of)

These non-local jurisdictions are called "townships" in Arkansas, California, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Jersey, North Carolina North Dakota, Ohio, Pennsylvania, and South Dakota; they are called "towns" in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, and Wisconsin. If there is more than one township with the same name in the same state, apply LCRI 23.4F1.)

Note: For the period 1980-1990, the term "Township" or "Town" was added only if the name conflicted. Change existing headings for U.S. townships lacking the term "Township" or "Town" when the headings are needed for post-1990 cataloging.

Special Decisions

1) *China*. For all the governments that have controlled the mainland of China, use "China" for all periods except 1931-1945. For the government headquartered in Nanking, 1931-1937, and in Chungking, 1937-1945, use "China." For the government headquartered in Jui-chin, 1931-1937, use "China (Soviet Republic, 1931-1937)." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, 1938-1945, use "China (Reformed government, 1938-1940)" for 1938-1940, and use "China (National government, 1940-1945)" for 1940-1945. For the post-1948 government on Taiwan, use "China (Republic : 1949-   )." For the province of Taiwan, use "Taiwan."

2) *Germany*. For the Federal Republic of Germany, use "Germany (West)" for 1949-1990 and "Germany" after 1990. For the German Democratic Republic, use "Germany (East)."

3) *Great Britain*. For the United Kingdom, use "Great Britain."

4) *Korea*. For Korea until September 1945, including the Japanese occupation (1910-1945), use "Korea." For Nam Chosŏn Kwado Chŏngbu (South Korean Interim Government, 1947-1948), the American occupation government (1945-1948), and the Republic of Korea, use "Korea (South)." For the Soviet occupation government (1945-1948) and the Democratic People's Republic of Korea, use "Korea (North)."

5) *London*. In dealing with London, use the following headings:

   a) Use "City of London (England)" for items from the 677-acre entity.

   b) Use "Greater London Council" for items from the former entity bearing this name that had administrative control over the 32 London boroughs that made up "Greater London" (excluding the City of London). (The entity ceased April 1, 1986.)

   c) Use "London (England)" as the qualifier added to corporate headings for a body located in the City of London or in an inner borough. Use "London (England)" also as the qualifier added to a corporate heading for a body located in an outer borough when the body is commonly associated with London rather than with the name of the particular outer borough. Otherwise, use the heading for the particular outer borough. (The inner London boroughs are Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, and the City of Westminster.)

6) *Soviet Union*. For the former Union of Soviet Socialist Republics, use "Soviet Union."

For the republics that constituted the Soviet Union, use the following headings:

Before 1992	*After 1991*
Armenian S.S.R.	Armenia (Republic)
Azerbaijan S.S.R.	Azerbaijan
Byelorussian S.S.R.	Belarus
Estonia	Estonia
Georgian S.S.R.	Georgia (Republic)
Kazakh S.S.R.	Kazakhstan
Kirghiz S.S.R.	Kyrgyzstan
Latvia	Latvia
Lithuania	Lithuania
Moldova (*Before 1990*: Moldavian S.S.R.)	Moldova
Russian S.F.S.R.	Russia (Federation)
Tajik S.S.R.	Tajikistan

Turkmen S.S.R.	Turkmenistan
Ukraine	Ukraine
Uzbek S.S.R.	Uzbekistan

7) *Washington, D.C.* For Washington, D.C., use "District of Columbia" as the heading for the government of this name. Use "Washington (D.C.)" only as a location qualifier or as the entry element for cross references from place.

24.7B. ADDITIONS.

Name Authority Records

On the name authority record for a conference heading, do not add the number, date, or place to the name when the conference is an ongoing one, even if all the meetings were held in one place (cf. 24.7B4). Apply this both to meetings entered directly under their own names and to meetings entered subordinately to headings for corporate bodies.

Conflicts

If the name of an ongoing conference conflicts, add to the name an appropriate qualifier.

> *authority record*: 111 2# $a Governor's Conference on
>   Education (Kan.)
> *bibliographic record*: 111 2# $a Governor's Conference on
>   Education (Kan.) $n (1st :
> $d 1954 : $c Topeka, Kan.)
>
> *authority record*: 111 2# $a International Symposium on
>   Quality Control (1974-) |
> *bibliographic record*: 111 2# $a International Symposium on
>   Quality Control (1974-) |
> $n (1st : $d 1974 : $c
>   Geneva, Switzerland)

Date

If the name includes an abbreviated or full form of the year and the name is followed by one or more additions, a year must always be included in these additions.

> 111 2# $a GAGETECH '92 $d (1992 : $c Dearborn, Mich.)
> 111 2# $a TOOLS Europe '94 $d (1994 : $c Versailles,
>   France)
> 111 2# $a AFPAC 2000 $d (2000 : $c Kiel, Germany)

Location

In deciding between using local place or institution, etc. (24.7B4), when establishing the heading for a named conference, add as the qualifier the local place or institution, etc., that appears with the conference name in the source for the conference name as opposed to other locations within the item where the conference name is repeated. If an institution's name appears in the source, transcribe the institution's name as the qualifier, or if a local place name appears, transcribe that. When transcribing an institution, give it in the nominative case in the language in which it is found in the item. (Even if the institution represents a subordinate unit, record its name rather than the name of the higher body alone.) When transcribing a local place, give its catalog-entry form (as

modified by 23.4A1 and 24.4C1, second paragraph). If both an institution and a local place appear, prefer to use the name of the institution, etc., generally without the name of the local place unless the name of the institution is a very "weak" one (use judgment in this respect and do not be concerned about a high degree of consistency). *Note*: Do not use as location the name of a hotel, convention center, or office building unless the conference was held outside a local place.

For electronic conferences, do not add the name of the local place or other location.

Two or More Meetings

If the item being cataloged contains the proceedings, etc., of two meetings of the same conference and main entry under the heading for the conference is appropriate (cf. LCRI 21.1B2, Category D), enter the item under the heading for the first meeting and make an added entry under the heading for the second meeting even if the meetings are consecutively numbered.

If the item contains the proceedings, etc., of three or more meetings of the same conference, enter the item under the heading for the conference without any additions.

25.6B3. PARTS OF A WORK. [Rev.]

Television and Radio Series

PCC practice; LC practice for radio series; LC practice for secondary access only related to television series: Compilations of selected portions of television and radio series may or may not relate to a particular season; treat them accordingly as follows:

1) for those that are a compilation of all the programs telecast or broadcast in a particular season, collocate them by using the uniform title of the work as a whole followed by the term "Season" as the standard term to denote what may be called variously "year 1," "season one," "first season," "vol. 1," "first year," etc., followed by a number of the season;

```
130 0# $a All in the family. $n Season 1.
245 10 $a All in the family. $n The complete first
           season $h [videorecording] ...

130 0# $a American Radio Company of the Air (Radio
           program). $n Season 1.
245 10 $a Garrison Keillor's American Radio Company.
           $n The first season ...
```

2) for selections from a particular season, use the pattern in 1) directly above and add the term "Selections";

```
130 0# $a I love Lucy (Television program). $n Season
           1. $k Selections.
245 10 $a I love Lucy. $n Season one. $n V. 9 $h
           [videorecording] ...

130 0# $a Rhoda. $n Season 3. $k Selections
245 14 $a The very best of Rhoda. $n Season 3
           $h [videorecording] ...
```
     (Two episodes of the television show broadcast in 1976)

```
130 0# $a Shadow (Radio program). $n Season 2.
           $k Selections.
245 14 $a The Shadow. $n The best of season two ...
```
          (Made up example)

3) for selections from two or more seasons or for those covered by a special rubric such as "The best of ...", use the uniform title of the work as a whole followed only by the term "Selections"; when a selection with a special rubric relates to a single season, however, use the pattern in 2) directly above.

```
130 0# $a Simpsons (Television program). $k Selections.
245 14 $a The best of the Simpsons $h [videorecording]
          ...
```

```
130 0# $a Simpsons (Television program). $k Selections.
245 14 $a The Simpsons $h [videorecording]: $b political
          party ...
```
(A compilation of politically themed episodes from the show)

```
130 0# $a All things considered (Radio program).
          $k Selections.
245 14 $a The best of All things considered ...
```

26.3B-C. SEE ALSO REFERENCES AND EXPLANATORY REFERENCES.

Introduction

These instructions deal with the following types of cross references:

1) *see also* references, including "earlier/later heading" references;

2) *Explanatory see also references*

a) References requiring special texts

b) Private communications of heads of state, etc.

c) Initial and acronym references

For reasons of economy, LC ceased adding MARC 21 note field 665 (History reference) to newly created name authority records. Sequences of related headings formerly connected by 665 history reference notes have since been connected by simple *see also* references or earlier/later heading references as illustrated in the examples below. LC and PCC catalogers are instructed to convert an existing information reference to *see also* references whenever the 665 field must be changed for any reason. This is accomplished by the use of MARC 21 Field 5XX (See Also from tracings) and when appropriate by use of subfield code $w coded with value "a" (earlier heading) or value "b" (later heading).

See Also References

See also references are used to connect related headings. When the relationship is not directly sequential or when information about the exact relationship is not known, MARC 21 subfield $w is not supplied. When the relationship is sequential, a special type of *see also* reference is generated by adding a subfield $w to the 5XX field; "earlier heading" or "later heading" coding is supplied in the 0 position of subfield $w; value "a" or value "b" respectively and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the subfield $w.

Normally, make references only to connect immediately adjacent headings, thus creating a chain of *see also* references leading from one heading to another. However, if the relationship is not clear, it is permissible to connect several headings without the use of the subfield $w (cf. examples 2 and 10 below).

1) *Guidelines on making relational references*. When new information about a related body is discovered, apply one of the following alternatives:

a) If entries (bibliographic records, subdivisions, *see* references to other headings) are or will be under the related body, establish the body (if it is not already established) and make the appropriate *see also* or earlier/later heading references.

b) If the related body is not established in the catalog against which the searching and cataloging is performed and it is not likely it will ever be needed, record data about the related body on the authority record for the heading being established. After the name in the source citation, bracket in a statement e.g., "[no publs. in LC database]," "[no publs. in RLIN21 database]" This alternative should not normally be applied when an earlier name is being established and the later name is the one for which no publications have been received.

```
110 2# $a Tucker Manufacturing & Engine Company
670 ## $a Tucker Mfg. & Engine Co. ... 1992: $b cover
(Tucker Manufacturing & Engine Company, Arlington, Va.)
pref. (Tucker Manufacturing Company [no publs. in LC
database] formed in 1879; Tucker interests combined in
1936 to form single firm known as Tucker Manufacturing
& Engine Company)
```

2) *Evaluating existing references.* When evaluating existing *see also* references on authority records, normally, retain the reference (adjusting it to current practice and AACR2) if there is an authority record for the heading referred from in the LC/NAF. If there is no authority record, apply the guidelines above in deciding whether to retain or delete the reference. If the reference is retained, an authority record must be made for the heading.

3) *Procedures*

a) All headings connected by the references must be represented in the authority file, including those for which there are no bibliographic records. *All headings and references leading to the headings must be in correct LC AACR2 form.* Establish any heading not yet in the authority file.

b) *Source citations.* When giving data in the authority record (MARC 21 fields 670 and/or 675), generally, cite at least sources that deal with the immediately preceding and succeeding headings.

If a source gives only an earlier or later name but not the name used in the heading, cite the source in a 675 field. Do not, however, divide a citation for successive issues of a serial; give the complete citation in a 670 field if any volume contains the heading or in a 675 field if no volume contains the heading.

Justification (additional 670 fields) on the authority record of preceding or succeeding headings is not required in the following cases:

(1) changes in government heading because of an official language change;

(2) changes involving only a parent body to which the body being established is subordinate;

(3) when converting existing information in the 665 field to *see also* references. Do not normally add source citations to justify references between headings already

represented in the authority record Add sources to justify new references.

      c) *Tracings*. On each name authority record, trace a *see also* reference for each heading to be connected, other than the heading for which the authority record is being prepared. If appropriate, use subfield $w with the value "a" (earlier heading) or value "b" (later heading).

Change any existing references that are no longer appropriate (e.g., if necessary, change earlier/later heading references to simple *see also* references or vice versa). *Convert an existing 665 field to see also references whenever the 665 field must be changed for any reason*. If no change is needed to the 665 field, do not convert it to *see also* references. Complete the reference evaluation process for all the headings involved in the reference(s).

If *any change* is needed to the 665 field, delete it by completing the reference evaluation process for all headings involved, converting the 665 field to *see also* references according to the guidelines above. Note that this means some tracings will be deleted entirely.

      d) *Geographic names*. Changes to geographic names are handled the same way as changes to corporate names. Whenever earlier/later headings for a jurisdiction are being created or an existing heading for a jurisdiction is being changed, the addition or adjustment of a 667 "Subject usage note" may be required. Notification to CPSO to make this change is requested and LC and PCC catalogers are advised to consult the *Descriptive Cataloging Manual* Z1 supplement to the *MARC 21 Format for Authority Data* for further guidelines.

      e) *Conference names*. Use judgement in determining the need for adding earlier/later heading references for conference name changes, judging whether or not the addition of the see also reference is useful and/or improves access to the catalog. If *see also* references are created follow the guidelines provided above. (cf. examples in 9 below).

Examples (Note that the complete reference structure may not be shown in each example)

1) *Available information*: Some of the principal members of the Ballets des Champs Elysées left the company to form the Ballet de Paris; the former continued to exist, however.

authority record

```
110 2# $a Ballets des Champs Elysées
510 2# $a Ballets de Paris
```

resulting reference

Ballet de Paris
    see also
Ballets des Champs Elysées

authority record

```
110 2# $a Ballet de Paris
510 2# $a Ballets des Champs Elysées
```

resulting reference

Ballets des Champs Elysées
see also
Ballet de Paris

2) The available information about the relationship is not clear and/or there is not enough information readily available to determine the chronological relationships. Simple *see also references* without the subfield $w are used to connect the headings. All the headings are connected by *see also* references.

authority record

```
110 1# $a Argentina. $b Ministerio de Agricultura y
          Ganadería
510 1# $a Argentina. $b Ministerio de Agricultura
510 1# $a Argentina. $b Secretaría de Estado de
          Agricultura y Ganadería
```

resulting reference

Argentina. Ministerio de Agricultura
see also
Argentina. Ministerio de Agricultura y Ganadería

Argentina. Secretaría de Estado de Agricultura y Ganadería
see also
Argentina. Ministerio de Agricultura

authority record

```
110 1# $a Argentina. $b Ministerio de Agricultura
510 1# $a Argentina. $b Ministerio de Agricultura y
          Ganaderia
510 1# $a Argentina. $b Secretaría de Estado de
          Agricultura y Ganadería
```

resulting references

Argentina. Ministerio de Agricultura y Ganadería
see also

Argentina. Ministerio de Agricultura

Argentina. Secretaría de Estado de Agricultura y Ganadería
      see also
Argentina. Ministerio de Agricultura

authority record

```
110 1# $a Argentina. $b Secretaría de Estado de
        Agricultura y Ganadería
510 1# $a Argentina. $b Ministerio de Agricultura y
        Ganaderia
510 1# $a Argentina. $b Ministerio de Agricultura
```

resulting references

Argentina. Ministerio de Agricultura y Ganadería
      see also
Argentina. Secretaría de Estado de Agricultura y Ganadería

Argentina. Ministerio de Agricultura
      see also
Argentina. Secretaría de Estado de Agricultura y Ganadería

    3) *Available information*: The American Material Handling Society changed its name to International Material Management Society.

authority record

```
110 2# $a American Material Handling Society
510 2# $w b $a International Material Management Society
```

resulting reference

International Material Management Society
    see also the earlier heading
American Material Handling Society

authority record

```
110 2# $a International Material Management Society
510 2# $w a $a American Material Handling Society
```

resulting reference

American Material Handling Society
    see also the later heading
International Material Management Society

    4) *Available information*: The name of the International Union of American Republics was changed in 1910 to Union of American Republics and in 1949 to Organization of American States.

authority record

```
110 2# $a International Union of American Republics
510 2# $w b $a Union of American Republics
```

resulting reference

Union of American Republics
    see also the earlier heading
International Union of American Republics

authority record

```
110 2# $a Union of American Republics
510 2# $w a $a International Union of American Republics
510 2# $w b $a Organization of American States
```

resulting references

International Union of American Republics
    see also the later heading
Union of American Republics

Organization of American States
    see also the earlier heading
Union of American Republics

authority record

```
110 2# $a Organization of American States
510 2# $w a $a Union of American Republics
```

resulting reference

Union of American Republics
    see also the later heading
Organization of American States

5) *Available information*: In 1954 the Screen Writers' Guild and the Radio Writers Guild merged to form the Writers Guild of America, West.

authority record

```
110 2# $a Screen Writers' Guild
510 2# $w b $a Writers Guild of America, West
```

resulting reference

Writers Guild of America, West
　　　see also the earlier heading
Screen Writers' Guild

authority record

```
110 2# $a Radio Writers Guild
510 2# $w b $a Writers Guild of America, West
```

resulting reference

Writers Guild of America, West
　　　see also the earlier heading
Radio Writers Guild

authority record

```
110 2# $a Writers Guild of America, West
510 2# $w a $a Screen Writers' Guild
510 2# $w a $a Radio Writers Guild
```

resulting references

Screen Writers' Guild
　　　see also the later heading
Writers Guild of America, West

Radio Writers Guild
　　　see also the later heading
Writers Guild of America, West

6) *Available information*: The name of the American-Asian Education Exchange was changed in 1962 to American Afro-Asian Education Exchange; in 1967 the original name was resumed.

authority record

```
110 2# $a American-Asian Education Exchange
510 2# $a American Afro-Asian Education Exchange
```

resulting reference

American Afro-Asian Education Exchange
     see also
American-Asian Education Exchange

authority record

```
110 2# $a American Afro-Asian Education Exchange
510 2# $a American-Asian Education Exchange
```

resulting reference

American-Asian Education Exchange
     see also
American Afro-Asian Education Exchange

     (References were made at the time of the first change of name that had the display constants "see also the earlier heading/see also the later heading." When the original name was resumed, the $w was deleted resulting in simple *see also* references.)

     7) *Available information*: Drabenderhöhe changed its name in 1961 to Bielstein; in 1969 Bielstein was absorbed by Wiehl.

authority record

```
151 ## $a Drabenderhöhe (Germany)
551 ## $w b $a Bielstein (Germany)
```

resulting reference

Bielstein (Germany)
     see also the earlier heading
Drabenderhöhe (Germany)

authority record

```
151 ## $a Bielstein (Germany)
551 ## $w a $a Drabenderhöhe (Germany)
551 ## $a Wiehl (Germany)
```

resulting references

Drabenderhöhe (Germany)
        see also the later heading |☐
Bielstein (Germany)

Wiehl (Germany)
        see also |☐
Bielstein (Germany)

authority record

```
151 ## $a Wiehl (Germany)
551 ## $a Bielstein (Germany)
```

resulting reference

Bielstein (Germany)
        see also |☐
Wiehl (Germany)

8) When under earlier cataloging rules a *see* reference tracing from one or more earlier
names has already been made retain the *see* reference tracing until the heading is needed for a new |☐
publication. When it is needed, establish the heading and convert the *see* reference tracing to a *see
also* reference tracing (cf. LCRI 26.3). Do not change any existing bibliographic records.

Available information: The International Federation of General Factory Workers was
established in 1907. In 1950 the name was changed to International Federation of Industrial
Organizations and General Workers Unions and in 1964 to International Federation of Chemical and
General Workers' Unions. Works published before the change of name in 1964 are found under
International Federation of Industrial Organizations and General Workers Unions.

a) *Earliest name not yet used as a heading*

authority record

```
110 2# $a International Federation of Industrial
           Organizations and General Workers Unions
410 2# $a International Federation of General Factory
           Workers
510 2# $w b $a International Federation of Chemical and
               General Workers' Unions
```

resulting references

International Federation of General Factory Workers
> see
International Federation of Industrial Organizations and General
> Workers Unions

International Federation of Chemical and General Workers' Unions
> see also the earlier heading
International Federation of Industrial Organizations and General
> Workers Unions

authority record

```
110 2# $a International Federation of Chemical and
           General Workers' Unions
510 2# $w a $a International Federation of Industrial
              Organizations and General Workers Unions
```

resulting reference

International Federation of Industrial Organizations and General
> Workers Unions
> see also the later heading
International Federation of Chemical and General Workers' Unions

b) *Earliest name now needed as a heading*. When the heading "International Federation of General Factory Workers" is needed for a newly cataloged item, establish the heading and make a *see also* reference. Do not change any existing bibliographic records.

authority record

```
110 2# $a International Federation of General Factory
           Workers
510 2# $w b $a International Federation of Industrial
              Organizations and General Workers Unions
```

resulting reference

International Federation of Industrial Organizations and General
> Workers Unions
> see also the earlier heading
International Federation of General Factory Workers

On the authority record for "International Federation of Industrial Organizations and General Workers Unions," change the *see* reference to a *see also* reference.

authority record

```
110 2# $a International Federation of Industrial
           Organizations and General Workers Unions
510 2# $w a $a International Federation of General
              Factory Workers
510 2# $w b $a International Federation of Chemical and
              General Workers' Unions
```

resulting new reference

International Federation of General Factory Workers
    see also the later heading
International Federation of Industrial Organizations and General
    Workers Unions

     9) When judged useful, connect authority records for named meetings in the same way as for other corporate names. Do not add notes to the bibliographic records for unnamed meetings.

    Available information: The 3rd, 7th, and 9th of the following series of meetings were named; the 4th, 5th, 6th, and 8th were unnamed and the proceedings of those meetings are entered under title.

authority record

```
111 2# $a Symposium on the Plasma Membrane $d (1961 : $c
          New York, N.Y.)
511 2# $w b $a Symposium on Macromolecular Metabolism $d
              (1965 : $c New York, N.Y.)
```

resulting reference

Symposium on the Macromolecular Metabolism (1965 : New York,
    N.Y.)
    see also the earlier heading
Symposium on the Plasma Membrane (1961 : New York, N.Y.)

authority record

```
111 2# $a Symposium on Macromolecular Metabolism $d (1965
          : $c New York, N.Y.)
511 2# $w a $a Symposium on the Plasma Membrane $d (1961
              : $c New  York, N.Y.)
511 2# $w b $a Basic Science Symposium
```

resulting references

Symposium on the Plasma Membrane (1961 : New York, N.Y.)
> see also the later heading

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

Basic Science Symposium
> see also the earlier heading

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

authority record

```
111 2# $a Basic Science Symposium
511 2# $w a $a Symposium on Macromolecular Metabolism $d
               (1965 : $c New York, N.Y.)
```

resulting reference

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)
> see also the later heading

Basic Science Symposium

    10) *Available information*: In 1963 the Arkansas Resources and Development Commission was replaced by the Arkansas Geological Commission. The following bodies are known to be related to these bodies but the nature of the relationship is uncertain: Arkansas. State Geologist; Arkansas. Office of the State Geologist; Arkansas. Division of Geology; Arkansas Geological and Conservation Commission. All the headings are connected to all the other headings, as illustrated by the following example showing only one of the headings:

authority record

```
110 2# $a Arkansas Resources and Development Commission
510 2# $a Arkansas Geological Commission
510 2# $a Arkansas. $b State Geologist
510 1# $a Arkansas. $b Office of the State Geologist
510 1# $a Arkansas. $b Division of Geology
510 2# $a Arkansas Geological and Conservation Commission
```

resulting references

Arkansas Geological Commission
> see also

Arkansas Resources and Development Commission

Arkansas. State Geologist
  see also
Arkansas Resources and Development Commission

Arkansas. Office of the State Geologist
  see also
Arkansas Resources and Development Commission

Arkansas. Division of Geology
  see also
Arkansas Resources and Development Commission

Arkansas Geological and Conservation Commission
  see also
Arkansas Resources and Development Commission

MARC 21 field 663/664 (Complex See Also and See References)

1) *"General" references.* Explanatory references of the type illustrated by the examples in 26.3C1 of AACR2 for "Aktiebolaget ...," "Conference ...," and "Catholic Church. Sacra ..." are not used on name authority records created by the Library of Congress or by PCC contributors. Instead, the specific reference is supplied in all authority records.

2) *Private communications of heads of state, etc.* Create reciprocal *see also* references to connect headings for heads of state, ecclesiastical officials, etc., to the corresponding official heading instead of the explanatory reference called for in 21.4D2 and illustrated in 26.3C1.

authority record

```
100 0# $a Mohammed Reza Pahlavi, $c Shah of Iran, $d
        1919-
510 1# $a Iran. $b Shah (1941-1979 : Mohammed Reza
        Pahlavi)
      (Subfield $w not needed)
```
And
```
110 1# $a Iran. $b Shah (1941-1979 : Mohammed Reza
        Pahlavi)
500 0# $a Mohammed Reza Pahlavi, $c Shah of Iran, $d
        1919-
      (Subfield $w not needed)
```

resulting references

Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)
  see also
Mohammed Reza Pahlavi, Shah of Iran, 1919-

> Mohammed Reza Pahlavi, Shah of Iran, 1919-
> see also
> Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)

Before 2005, reciprocal references were not routinely provided from the personal name to the corporate name authority record. Add such references when maintenance work is required to the authority record for another reason.

Note: Catalogers are reminded that *LC Descriptive Cataloging Manual* (DCM) Z1 provides information for the appropriate coding of the MARC 21 fixed field (008) positions 11 and 15 as well as instructions for the addition of a "Subject usage" 667 note field when creating the corporate name authority record.